StepStone Recruiter Space - User Guide

September 2007

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1 Introduction

About this guide

This guide describes the StepStone Recruiter Space.

The StepStone Recruiter Space is the part of the StepStone online platform that enables recruiters to post job listings and find candidates that match the job requirements.

Recruiters

The Recruiter Space allows recruiters to post job requirements, to search CVs, to manage applications and to receive automatic notifications of matching candidates.

Candidates

Candidates can use the StepStone website to post their CV, find a job and apply for a job.

When you post a job, all candidates with corresponding profiles will be notified automatically via e-mail within 24 hours of publishing a listing.

Tasks and in-depth information

The guide has two major sections:

- Main tasks (starting on page 5).
  The tasks section describes the main tasks you can perform in the StepStone Recruiter Space, without explaining all possible functions.
- **In-depth information** (starting with Listing Centre on page 14).
  The in-depth section describes the main modules and their functions in detail.

Sources of information on StepStone Recruiter Space

Apart from this guide, other sources of information are available:

- The **Help function** on the StepStone Recruiter Space provides a brief description of the main functions.
- **Contextual help** provided on some pages of the Recruiter Space (use the button ? to view the help page).

Window Parts

The StepStone Recruiter Space has two menus:

- The horizontal **Stones menu** at the top of the page is always visible
  This menu gives access to the main functions of the Recruiter space

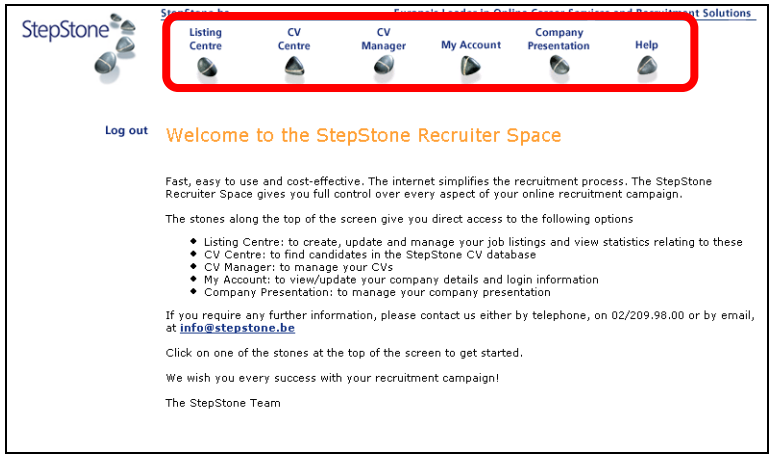
StepStone
Listing Centre
CV Centre
CV Manager
My Account
Company Presentation
Help
Log out
Welcome to the StepStone Recruiter Space
Fast, easy to use and cost-effective. The internet simplifies the recruitment process. The StepStone Recruiter Space gives you full control over every aspect of your online recruitment campaign.
The stones along the top of the screen give you direct access to the following options
Listing Centre: to create, update and manage your job listings and view statistics relating to these
CV Centre: to find candidates in the StepStone CV database
CV Manager: to manage your CVs
My Account: to view/update your company details and login information
Company Presentation: to manage your company presentation
If you require any further information, please contact us either by telephone, on 02/209.98.00 or by email, at info@stepstone.be
Click on one of the stones at the top of the screen to get started.
We wish you every success with your recruitment campaign!
The StepStone Team

Figure 1: Recruiter Space window with Stones menu

- The vertical **contextual menu** at the left of the content zone
  The content of this menu depends on what module you have chosen in the horizontal menu.

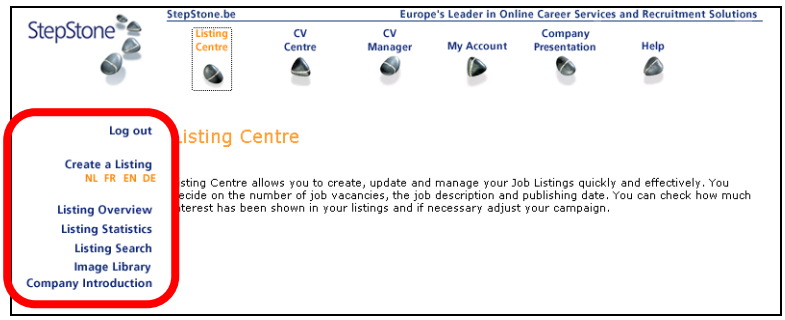
StepStone
StepStone.be
Europe's Leader in Online Career Services and Recruitment Solutions
Listing Centre
CV Centre
CV Manager
My Account
Company Presentation
Help
Log out
Create a Listing
NL FR EN DE
Listing Overview
Listing Statistics
Listing Search
Image Library
Company Introduction
isting Centre
sting Centre allows you to create, update and manage your Job Listings quickly and effectively. You ecide on the number of job vacancies, the job description and publishing date. You can check how much terest has been shown in your listings and if necessary adjust your campaign.

Figure 2: Recruiter Space window with left-hand menu

You are here
Whenever you select a Stone or a link in the left hand menu, the selected item will turn orange. This way, you always know where you are in the Recruiter Space.

2 Main tasks

This section describes the main tasks with step-by-step procedures.

These descriptions explain how to perform a task, but not all available functions.

For detailed information about the functions of a module, refer to the appropriate section starting with *Listing Centre* (page 14).

The main tasks in the StepStone Recruiter Space are:

- Logging in to the StepStone Recruiter Space
- Logging out from the StepStone Recruiter Space
- Creating a job listing
- Editing a job listing
- Searching for a candidate
- Searching for a job listing
- Managing CVs and applications
- Contacting a candidate

2.1 Logging in to the StepStone Recruiter Space

You can only access the StepStone Recruiter Space if you have the appropriate contract, including a user name and password.

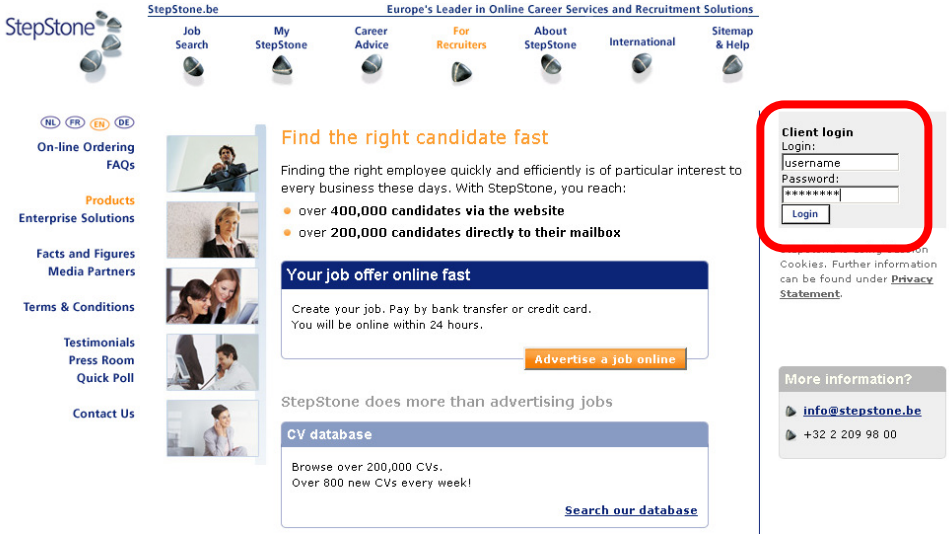

Figure 3: For Recruiters home page with Client Login

To access the StepStone Recruiter Space:

1. Open your browser and go to **www.StepStone.be**
2. If you access the website for the first time, click in the **English** column, on the **For Recruiters** link.
   - or -
   If you have previously accessed the website, on the **Stones menu**, click **For Recruiters**.
   The **For Recruiters** homepage opens.
3. In the **Client login** area, type your user name and password and click **Login**.
   You are entering the Recruiter Space.

Remember password
Depending on your browser settings, it may ask you whether you allow it to remember your user name and password. Do not select this option in case several people use the computer.

Password forgotten
If you forget your user ID or password, please contact StepStone.

2.2 Logging out from the StepStone Recruiter Space

- From any page in the Recruiter Space, click **Logout** in the left-hand menu. This ends your session.

Always use Logout
For security reasons, it is better to use **Logout** instead of closing the browser window.

2.3 Creating a job listing

[Home > Listing Centre]

Creating a job listing has 4 steps, followed by a confirmation page. The steps are:

- Step 1 - Content
- Step 2 - Selection
- Step 3 - Contact Details
- Step 4 - Publish

The procedure below covers every step in the process.

For in depth information, refer to Job listing layouts on page 14.

2.3.1 Creating a job listing: Step 1 - Content

[Home > Listing Centre > Create a Listing]

You can create a job listing in the Recruiter Space as follows:

1. On the Stones menu, click **Listing Centre**.
   You now need to choose the language for your listing. Let us assume you are creating a listing in English.
2. In the left-hand menu, click **EN** under **Create a listing**.
   The **Create a Listing** page appears (**Content** tab).
3. Enter the following data:
   - **Listing Name**: the job title that will be shown to candidates
   - **Reference Number**: the reference number of your choice
   - **Number of Vacancies**: the number of people you aim to recruit for the job
4. Select a layout for your listing.
   The layouts available depend on your contract and credits. For more information, refer to the section *Job listing layouts* on page 14.
   Let us assume you are using a standard listing:
5. Fill in the text boxes needed for your listing
   - Introduction
   - Description
   - Profile
   - We offer
   - Gross Annual Salary

Available listing formats
Depending on the terms of your contract, you can use one or more listing templates. For more information, refer to Job listing layouts on page 14.

6. Click **Preview** to see the way the job listing will appear.
7. Click **Save**.
   The **Selection** tab of the **Create a listing** page appears.

Job listing title
When creating a job listing, make sure the **title** of your listing is both precise and attractive. This will ensure that the right candidates will view your listing.

Formatting text
You can use HTML codes for formatting your job listing. For more information, see HTML code on page 17.

2.3.2 Creating a job listing: Step 2 - Selection

When you have entered the content of your job listing, you can define the selection parameters in the **Selection** tab. These parameters mainly relate to job location and job category. You can define the selection parameters as follows:

1. In the **Selection** tab, select the main job location.
2. In the list, select a region.
3. In **Regions available**, select one or more regions (up to 3) and use the arrows >> to move them to the **Regions selected** box.
4. Fill out the other selection criteria
   - Job category and job title
   - Industry sector
   - Contract type and contract status
   - Function level
   - Work type
5. Click **Save**.
   The **Contact details** tab opens.

Why use selection criteria?

Candidates will find your job listing easier when searching for a job on StepStone.be

An automated mail will be sent to candidates

2.3.3 Creating a listing: Step 3 - Contact details

When you have entered the selection parameters of your job listing, you can define the contact data in the **Contact Details** tab. In this tab, you can:

- provide all your company contact details for a listing;
- choose how you will receive applications for the job listing.

Some data in the **Contact details** tab already contain data taken from your user profile. For more information, refer to the section *User Profile* on page 39.

1. In the **Contact Details** tab, change or type the data for the current listing. Changes you make in the pre-filled data will not affect the data of your profile.
2. Check how you want to receive applications for the job. Options are:
   - Via e-mail
   - In your CV Manager in a new folder with the same name as this listing
   - In your CV Manager in an existing folder

Use mail and CV Manager together
In case your mail server has receiving problems, the CVs of interested candidates will still be sent to the CV Manager folders.

.

3. Click **Save**.
   The **Publish** tab opens. You will now define the publication settings of your job listing.
   For in depth information about CV Manager, refer to CV Manager on page 37.

2.3.4 Creating a listing: Step 4 - Publish

When you have entered the contact details, you can define the publication settings in the **Publish** tab.

These settings relate to:
- the use of credits and slots
- the publication period

Credits and slots

Depending on the terms of your contract, you can publish a job listing using either credits or slots.
- **Credits** refer to the number of job listings you can post.
  One credit gives you to right to publish one listing
- A **slot** is an available listing position during a specified time frame. Within a slot you can change the content as often as you want.

Publish a listing using credits

If no credits are available, please contact StepStone on +32 2 209 98 00

To publish a job listing using credits:
1. Click the **Use credits** button (if available).
2. Select the option that suits your needs. You can either:
   - Publish the job listing from today onwards
   - Publish the job listing starting and ending on a date of your choice
   - Publish the listing later.
3. Click **Save**.
   The **Confirmation** tab appears.
   Proceed with step 2.3.5 Creating a listing: Confirmation.

Changing content of a job listing
You can change the content of a job listing as long as the listing hasn't been refreshed. After refreshing, the listing content can't be altered anymore

Publish a listing using slots

To publish a job listing using slots:
1. Click the **Use slots** button.
2. Select the slot you want to use.
3. Enter the number of days or the end date of publication.
4. Click **Save**.
   The **Confirmation** tab appears.

Time slots cannot be reserved
You cannot book a slot in the future: publication with slots always starts on the current day.

2.3.5 Creating a listing: Confirmation

The Confirmation page lists the main data of your job listing. In this page, you can:

- Translate the job listing (if provided by your contract);
- Use the **Instant Match** button (if provided by your contract) to find the 25 candidates matching your job listing.
- Use the **Direct Search** button to immediately search for candidates for the listing. The search will use the criteria of your job listing.
- Use the **Advanced Search** button to search for candidates using more criteria than the listings' criteria.

2.4 Viewing a job listing

[Home > Listing Centre > Listing Overview]

To view a job listing:

1. In the Recruiter Space, click **Listing Centre**.
2. On the left-hand menu, click **Listing Overview**.
   The list of job listings displays. By default, the list only shows the listings that are online. To view the other listings, click the **Only Offline listings** or **All listings** button.
3. Click on the job listing name to open it.
   You can perform various tasks on a job listing. These tasks are represented by buttons.
   For an overview of functions in the Listing Overview, refer to Listing Overview on page 18.

2.5 Editing a job listing

To edit a job listing (only possible in case the listing hasn't been refreshed yet):

1. In the Recruiter Space, click **Listing Centre**.
2. On the left-hand menu, click **Listing Overview**.
   The overview of job listings appears. By default, the list only shows the listings that are online. To view the other listings, click the **Only Offline listings** or **All listings** button.
3. In the job listing toolbar, click the **Edit** button .
4. The job listing opens on the **Content** tab.
5. Make any required changes and click **Save**.
6. If necessary, repeat this step for the other tabs and click **Save**.
   For an overview of functions in the Listing Overview, refer to Listing Overview on page 18.

2.6 Searching for a job listing

[Home > Listing Centre > Listing Search]

If you have several job listings you can search for a specific listing:

1. In the Recruiter Space, click **Listing Centre**.
2. Click **Listing Search**.
   The search form opens.
3. Fill out one or more criteria and click **Search** (at the bottom of the page).

The corresponding job listings appear in the **My Listings: Search Result** page.

2.7 Searching for a candidate

[Home > CV Centre]

You can search for a candidate

- with Quick Search
  The **Quick Search** function provides the main search criteria in a single screen.
- with Advanced Search
  Advanced Search allows to search for candidates using a large variety of criteria. These criteria are divided in main categories that in turn have subcategories
- After clicking **Show Result**, the search results will appear and a **CV search credit** is subtracted from your contract.

2.7.1 Searching for a candidate - using Quick Search

[Home > CV Centre > Quick Search]

To search for a candidate using Quick Search:

1. In the Recruiter Space, click **CV Centre**.
2. In the left-hand menu, click **Quick Search**.
   The **Quick Search** page opens. You can perform a search on one or more criteria.
3. Define your search criteria.
4. Click **Show results** (at the bottom of the page).
   The results appear in the **Result List**. The page shows the first 20 CV matching your criteria. If there are more than 20 results, click the numbered links to access the other results.
5. Click the CV you want to view.
   The CV opens in a new window.
   For detailed information about **Quick Search**, refer to *Quick Search* on page 24.

2.7.2 Searching for a candidate - using Advanced Search

[Home > CV Centre > Advanced Search]

To search for a candidate using Advanced Search:

1. In the Recruiter Space, click **CV Centre**.
2. In the left-hand menu, click **Advanced Search**.
3. The Advanced Search page opens. You can perform a search on one or more categories.
4. Click the category you want to use for your search (for example, Work Experience).
5. Define your search criteria.
6. Click the **Save** button (at the bottom of the page).
   The **Advanced Search** page immediately shows the number of matching CVs.
7. Repeat the 2 steps above for any category you want.
8. When you have filled in all search categories, click **Show results** (at the bottom of the Advanced Search page).
   The results appear in the **Result List**.
9. Click on the CV you want to view.
   The CV opens in a new window.
   For detailed information about **Advanced Search**, refer to *Advanced Search* on page 25.

CV counter
In the top right corner you can find the number of CVs corresponding to your search criteria.

- In case you want **less CVs** in your result list, add another criterion to your search
- In case you want **more CVs** in you result list, use ranking to extend your results for detailed information about **ranking**, refer to Ranking on page 31.

Saving search criteria
Situations in which you typically can benefit from the **Save Search** feature are:

- You are satisfied with the results but you do not have the time at present to process the CVs.
- You want to re-execute the search at a later time to locate any newly added CVs which match.
- You know you will be looking for a similar profile in the future. In this case you can reuse the search profile, refining it as necessary, without having to build it from scratch.
- You want to receive new and updated CVs that match the search profile automatically by e-mail (known as the **CV Agent**).

2.8 Managing CVs and applications

When publishing a job listing, you can receive data in the CV Manager from potential candidates in 2 ways:

- A StepStone candidate sees your job listing and sends you an online application. Any online application from a candidate will arrive in the folder you have defined when creating the job listing.
- When looking and finding a matching CV, you can **add** it to the CV Manager. Refer to *CV Manager* on page 37 for more information.

For the procedure, let us assume you have found a number of interesting CVs using the **Quick Search** function.

To add these CVs to the CV Manager:

1. In the list of matching CVs, check the CV or CVs you want to add to the CV Manager.
2. At the bottom of the page, select the appropriate CV Manager folder in the list and click **OK**.
   The CVs will be copied to that folder in your CV Manager.

2.9 Contacting a candidate

When you have found a candidate matching your requirements, you can use the StepStone Recruiter Space to contact him. Let us assume you have searched and found one or more candidates using the Quick Search or Advanced Search functions (see topics above).

1. In the Result list, select the check boxes of the candidates you want to contact.
2. Click the **Send mailing** button (at the bottom of the page).
3. Type your message and click the **Send** button.
   Your message will be sent to the selected candidates.

2.10 CV details

You can view the details of a CV

- from within a search result
- from within the CV Manager.

When opening the CV, the CV details display in a separate window.

Opening multiple CVs
For technical reasons, it is preferable not to close the separate window if you want to view multiple CVs. If you do close this window, the next CV you open (on some software packages) may be unreadable. If this does happen, you will need to close the browser you are working in and re-open it.

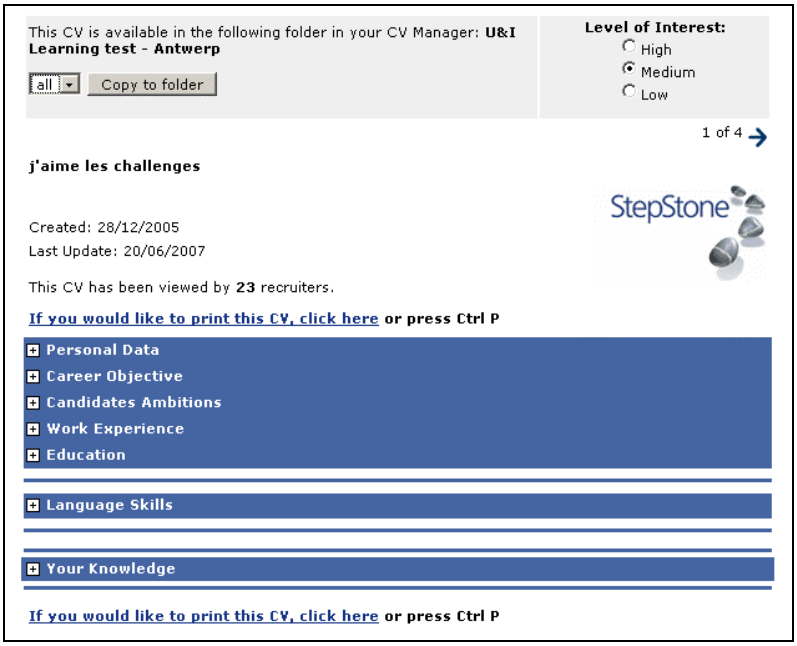
This CV is available in the following folder in your CV Manager: U&I Learning test - Antwerp
all
Copy to folder
Level of Interest:
High
Medium
Low
1 of 4
j'aime les challenges
StepStone
Created: 28/12/2005
Last Update: 20/06/2007
This CV has been viewed by 23 recruiters.
If you would like to print this CV, click here or press Ctrl P
Personal Data
Career Objective
Candidates Ambitions
Work Experience
Education
Language Skills
Your Knowledge
If you would like to print this CV, click here or press Ctrl P

Figure 4: CV details

Folder

In the top left corner of each CV you see a drop down list of folder names from your CV Manager. If you have not previously created any folders, the only one available will be the **All** folder.

To copy the CV to another folder, select another folder in the list and click the **Copy to Folder** button. You can save copies of a CV into more than one folder.

Level of Interest

Once the CV is saved in the CV Manager you can define your level of interest for this CV in the top right corner.

CV details

The CV details are shown in 7 sections:

- Personal Data
- Career Objective
- Candidate's Ambitions
- Work Experience
- Education
- Language Skills
- Your Knowledge

Hide and show CV details

- When opening a CV for the first time, you will see all data available in each area. You can use the - and + signs in front of each group's heading to hide or show details of each group.
  This way, you can save time when screening CVs by using the minus signs to only display the content that is most relevant to you.
- When printing CV details, use the - sign to hide areas you do not need to print.

CV consulted before

- The date on which a CV is **created/updated** indicates whether you have seen the CV before:
- Never viewed before: date in bold
- Viewed before: date in regular font
- Viewed before, but updated since: date in regular font with an upward arrow next to the date

3 Listing Centre

[Home > Listing Centre]

This section provides in-depth information about the StepStone Listing Centre.

For an overview of how tasks can be performed, refer to Main tasks on page 5.

The Listing Centre groups all functions you need to create and manage job listings. Available functions are:

- Create a listing
- Listing Overview
- Listing Statistics
- Listing Search
- Image Library
- Company Introduction

3.1 Create a Listing

[Home > Listing Centre > Create a Listing]

For the procedure describing how to create a listing, refer to *Creating a job listing* on page 6.

3.1.1 Job listing layouts

When creating a job listing, you can use various layouts. The layouts available depend on your contract.

StepStone provides standard layouts such as:

- Standard listing
- Standard templates (with images and text fields)

You can add a personal touch to your job listings using personalised layouts such as:

- HTML listing (optional)
- Custom templates (optional)

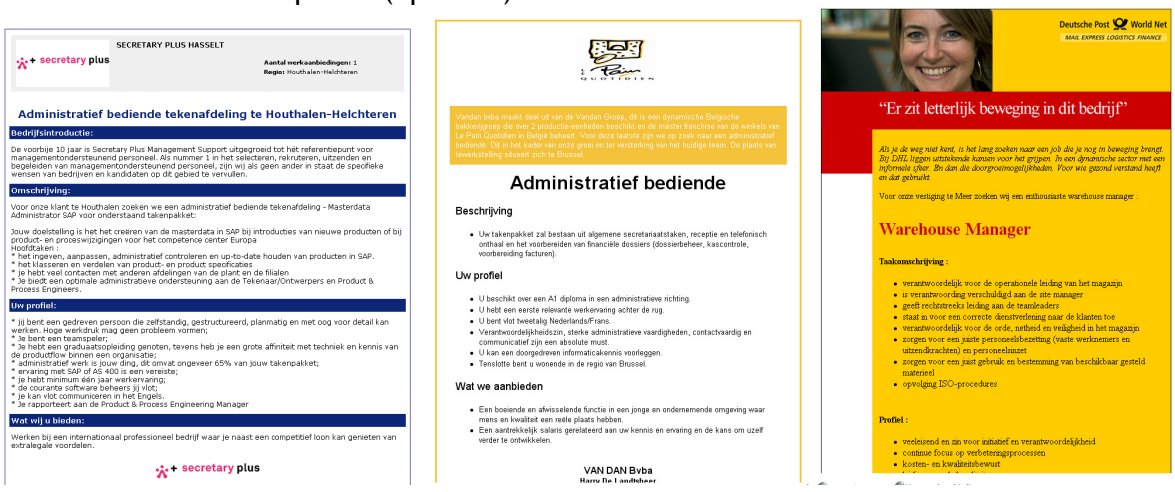

Figure 5: Standard listing - Standard template - Personalised template

Bring life to your listing
You can add a video clip to your listing so candidates get a better idea about your company. For more information, contact StepStone on +32 2 209 98 00.

Standard listing

The Standard Listing is available to every customer who has purchased Listings products.

This layout has the following text boxes:

- Introduction
- Description
- Profile
- We offer
- Gross Anual Salary

The **Save** button saves the data and opens the **Selection** tab.

The **Cancel** button clears the form.

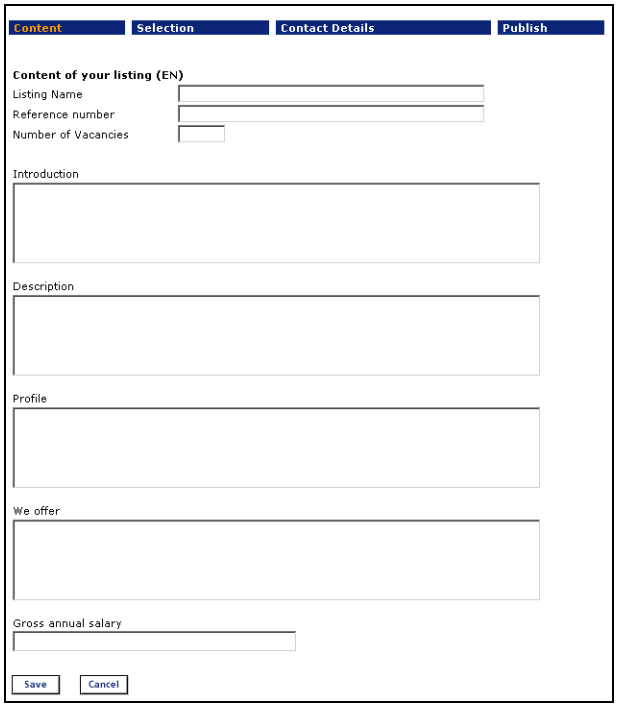

Figure 6: Standard listing template

Enhancing the listing layout
You can enhance the appearance of your listing using basic HTML code. This allows you for example to use bold, italic, text alignment and bullets. For more information, see HTML code on page 17.

Standard templates

Standard templates allow you to give a personal touch to your listings and to raise their attractiveness to candidates. The templates are designed to allow you to produce attractive and professional listings with ease.

1. Click **Listing Centre**.
2. Choose the language of the job listing under **Create a listing**
3. Enter data for **Listing name** / **Reference number** / **Number of vacancies**.
4. Select **Standard Templates**

Clicking the Standard Templates offers you a choice from a number of predefined StepStone templates. Each of these provides a list of fields similar to the following:

- Listing subtitle
- Company Description
- Header 1
- Content field 1
- Header 2
- Content field 2
- Header 3
- Content field 3
- Final Paragraph
- Company subtitle
- Image 1
- Image 2
- Text colour
- Background colour
- Company name
- URL (i.e. the address of your company's web site which you would like candidates to visit)
- URL to which Image 1 will link when clicked by a candidate
- URL to which Image 2 will link when clicked by a candidate

Fields available
The fields shown will vary between templates.

These fields are used to create and format your listing. You can use the **Preview** button at the bottom of the form to show how you listing will appear.

Your listings can include your own images from your personal image library. You need to have at least one image in your image library to use this function. The images to be used by the listing are selected from the drop down boxes next to the **Image 1** and **Image 2** fields. The number of images (none, one or two) available in the listing varies from template to template. For more information about the image library, refer to Image Library on page 22.

Customising the look and feel

- You can customise the look-and-feel of your listing by selecting your preferred Text and Background colours from the colour panels.
- Use contrasting colours to optimise visibility. Avoid using colours that are to bright and could have a negative impact on visibility.
- Use the Preview function as you fill out the template so you can see how your information will appear when the listing is published.

HTML listing

If provided in your contract, you can use an HTML listing. Usually, StepStone will create HTML listings on your behalf. However, recruiters with access to specialist skills can also take on the responsibility for creating and loading their own HTML listing. There are two different ways to post HTML listings to StepStone.

- Upload a link to an existing web page
- Upload an HTML file

Upload a link to an existing web page

If you have created a listing and loaded it to your own corporate web site, you can **publish** your StepStone listing as a link to this page.

To do so, insert the URL of your listing in the **Link to the HTML file** field and click **Add**.

Any time a candidate wants to view your listing, he or she will access the linked web page.

Changes are immediately visible

- Any changes you make to the linked page will be immediately visible to StepStone candidates.
- Make sure not to delete the page on your corporate website while your listing is online on the StepStone site.

Upload an HTML file

To upload an HTML file:

1. Click **Browse** next to the **Upload HTML field**.
2. Locate the target HTML file on your computer and click **Open**.
   The path of the HTML file will appear in the **Upload HTML field**.
3. Click the **Upload** button to load the html file to the StepStone server.

Uploading images

- All images used in the HTML file must also be uploaded to the StepStone site using the **Upload image** field.
- All your images will be stored in an **images** folder and listed on the screen.
- You can click any image to preview it.
- Make sure that the link in the 'src' attribute of the img tag of the HTML file you upload has the following extension: .../images/yourimagename.gif.

Custom templates

When you want to use the same personalised layout for several job listings, you can set up custom templates for your organisation, for example to match your brand guidelines and promote your company's image. These will be included in the list of layouts shown to you.

Custom templates are used in a similar way as standard templates. If you want to add custom templates or change existing templates, please contact StepStone.

3.1.2 HTML codes

To enhance the layout of your standard template, you can use html codes

Specific characters	
my **text in bold** my text underlined my *text in italic*	my text in bold my <u>text underlined</u> my text in italic

Lists	
Bulleted list • point 1 • point 2	 - point 1 - point 2 - point 3

• point 3	
Numbered list 1. point 1 2. point 2 3. point 3	 - point 1 - point 2 - point 3
List in list • point 1 • point 2 : ▫ point 2.1 ▫ point 2.2 ▫ point 2.3 • point 3	 - point 1 - point 2 : - point 2.1 - point 2.2 - point 2.3 - point 3

Clickable links
Link of my company Link of my company
My email address My email address

Others	
to pass a line	type (type as much that lines to be passed)
to center a text	text to center
text in withdrawal :	<blockquote>text to put in withdrawal</blockquote>
small bullet •	type •
small √	type √
small ¤	type ¤
small arrow ->	type —›

3.2 Listing Overview

[Home > Listing Centre > Listing Overview]

This section describes the buttons and functions available in the **Listing Overview** page.

Listing overview: viewing options

Button	Label	Function
Only Online Listings		Shows the online listings.
Only Offline Listings		Shows the offline listings.
All Listings		Shows both online and offline listings.

Listings are shown in chronological order. The last created listing figures at the top of the list. Your can change the sort order by clicking on one of the underlined headers:

- ID
- Last Date online
- Last update
- Valid until

Listing overview: functions

Icon	Label	Function
	Edit	Allows to update or change any data in the job listing (content, selection criteria, contact details)
	Renew	When you **renew** a listing: - The listing will be mailed again to candidates through their Job Agent - The listing will remain online for a further 30 days from that day onwards - The listing will be listed at the top of search results (as if it were a new listing) - Renewing a listing requires 1 listing credit.
	Refresh	When you **refresh** a listing: - The listing will be listed at the top of search results. - A refresh increases visibility of a listing at a fraction of the cost of a renewal. - After a refresh the listings' content can't be altered anymore - Refreshing a listing requires 1 refresh credit.
	Delete	Deletes the listing.
	Duplicate	Makes an exact copy of the listing. Use this to create a listing which is similar to another listing or if you want the statistics to be reset to zero.
	History	Displays a popup window showing the actions about the listing.
	Translate	Allows to create and publish the same listing in another language.
	Instant Match	Shows 25 of the best-suited candidates from the StepStone CV database (only available if provided in your contract).
	Online	Means the listing is online. Clicking on this button puts the listing offline
	Offline	Red indicates the listing is offline and is not visible to candidates. Clicking on this button will put the listing online if your listing is still valid.

Enhancing recruiting results
Use the **Refresh** and **Renew** functions to enhance recruiting results. Contact StepStone if you do not have access to these functions or if you have questions concerning their use.

3.3 Listing Statistics

[Home > Listing Centre > Listing Statistics]

The **Listing Statistics** function provides immediate and real time feedback on the performance of your job listings.

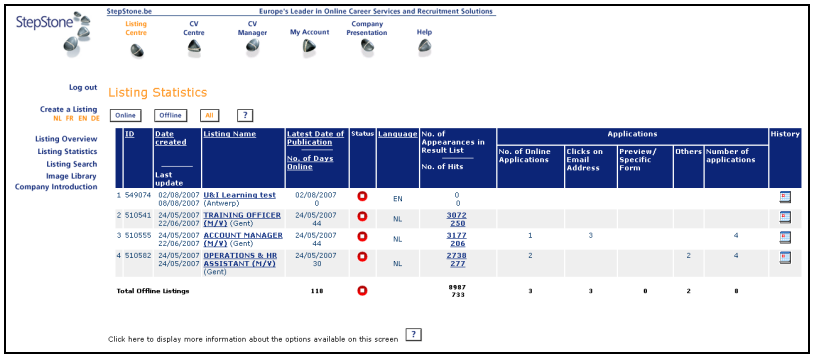

Figure 7: Listing Statistics page

Listing statistics: buttons

The buttons in the **Listing Statistics** page are:

Button	Function
Online	Shows statistics for online listings
Offline	Shows statistics for offline listings
All	Shows statistics for both online and offline listings

Listings are shown in chronological order. The last updated listing figures at the top of the list. Your can change the sort order by clicking on one of the underlined headers:

- ID
- Date created
- Listing name
- Latest date of publication
- Number of days online
- Language

Listing statistics: columns

The columns in the **Listing Statistics** page are:

Column	Contents
N°	The number of the item in the list.
ID	The serial number identifying the job listing, use the listings' ID number when contacting StepStone with a question about the listing
Date created	The date your listing was created
Last update	The last date the listing layout, content, contact details and/or selection criteria were changed
Listing Name	This is the name of the listing . Click the listing name to preview how the listing will appear to candidates
Latest Date of Publication	The last date of publication (= the last date a credit has been used to put or keep the listing online)
No. of Days Online	The total number of days the listing has been online. This number can be larger than the last publishing period if the listing has been online before
Status	Indicates whether the listing is on- or offline
Language	Language of the listing

Column	Contents
No. of Appearances in Result List	The number of times the listing has been shown to candidates in job search results pages
No. of Hits	The number of times the listing has been opened by a candidate
No. of Online Applications	The number of people who have submitted applications using the StepStone online application form.
Clicks on Email Address	Number of clicks on the email address shown in the application form.
Preview / Specific Form	Number of candidates that have accessed your own online application form e.g. your application form in StepStone EasyCruit or iGRasp.
Others	The number of people that clicked **Apply now** but did not send in their CV using the StepStone online application form, nor clicked on the email address. In many cases these are candidates who have sent in their CV by fax or post, or who copied your email address in their own email client.
Number of Applications	Number of clicks on the **Apply now** button of the listing.
History	The **History** button displays a summary of changes made to the listing.

3.4 Listing Search

[Home > Listing Centre > Listing Search]

If you have a large number of job listings, you can use the **Listing Search** function to search for a specific listing.

This search function uses various **criteria**:

Criterion	Comment
Listing Title	The title of the job listing.
Reference number	The listing's reference number.
Contact	Contact person from your company identified in the listing
Language	Language used for the listing
Creation date	The date on which the listing was created.
Last update	The date on which the listing was last updated.
Show listings whose categorisation has not been completed	Check this option to find listings that may not have been fully categorised for candidate searches
Status	Online or Offline i.e. is the listing currently visible to candidates
Validity	Valid or Expired i.e. has a listing credit been used for the listing in the last 30 days or not
Regions	The AND/OR options allow you to refine your selection. Example: You are looking for a listing where the areas of Antwerp and Brussels were selected. If you select AND, you will find all listings where you have selected both regions. If you select OR you will locate any listings where you have selected either Antwerp or Brussels, or both

Criterion	Comment
Region	The region or regions in which you have categorised the listing
Industry Sector	The industry in which you have categorised the listing.
Type of contract	The type of contract under which you categorised the listing
Job Categories	The type(s) of function in which you have categorised the listing
Worktype	Indicates whether the listing is marked as a full or part time job.
Filter on offer credit type	Filters on **Slots** / **Regular** (listings) / **All** (listings)

3.5 Image Library

[Home > Listing Centre > Image Library]

In the **Image Library**, you can upload and manage the images you wish to use when creating a job listing (you can only use images in standard templates or HTML listings).

Adding an image to the Image Library

1. In the Image Library, click the **Browse** button.
2. Locate the appropriate image file on your computer and click **Open**.
3. Back in the Library, click the **Upload** button.
   The image will be added to the Image Library.

Preview / delete

- To preview an image, click its name in the image list.
- To delete an image, click **Delete** next to the image

Do not delete images in use

- Do not delete images that are still in use in a listing.
  If you delete an image that is still in use, it will no longer be visible and will be replaced by a small red cross.

3.6 Company Introduction

[Home > Listing Centre > Company Introduction]

To ensure the consistency of your listings and save time, the Company Introduction page allows you to write an introduction that will be used in all your future job listings.

Notes

- When using a default company introduction, you still can change the introduction for a specific listing.
- You can use the same introduction for all languages or write a specific introduction for other languages

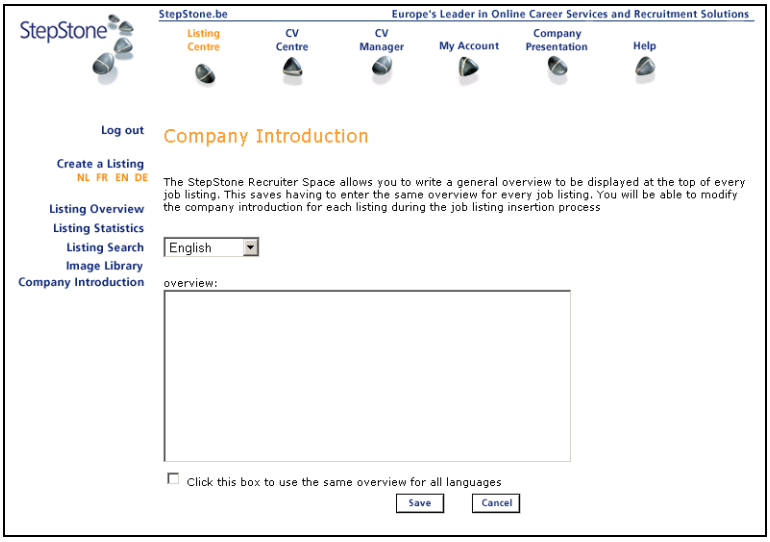
StepStone
StepStone.be
Europe's Leader in Online Career Services and Recruitment Solutions
Listing Centre
CV Centre
CV Manager
My Account
Company Presentation
Help
Log out
Create a Listing
NL FR EN DE
Listing Overview
Listing Statistics
Listing Search
Image Library
Company Introduction
Company Introduction
The StepStone Recruiter Space allows you to write a general overview to be displayed at the top of every job listing. This saves having to enter the same overview for every job listing. You will be able to modify the company introduction for each listing during the job listing insertion process
English
overview:
Click this box to use the same overview for all languages
Save
Cancel

Figure 8: Company Introduction page

4 CV Centre

In the CV Centre, you can:

- search for candidates
- save searches
- have the Recruiter Space automatically send you the matching candidates at fixed intervals. This function is known as **CV Agents** and can be managed in the *Favourite Searches* (page 34).

Searching for candidates

When searching for a candidate, you can use so called **hard search** and **ranking**.

- **Hard search** means that you will only get results that exactly match all search criteria.
- If you use **Ranking**, you will get a wider selection with alternative candidates. With ranking, you will define **search criteria** and their **weight** for the job you are offering. Search results show how candidates match your criteria with a **percentage**. For detailed information refer to *Ranking* on page 31.

4.1 Quick Search

The **Quick Search** function provides the main search criteria in a single screen. Instead of Quick Search, you can use **Advanced Search**. For more information, refer to *Advanced Search* on page 25.

The search criteria in the Quick Search function are:

- Years of Work Experience
- Industry Sector
- Job Categories
- Age
- Highest Qualification
- Area where the candidate should live
- Area where the candidate would like to work
- Preferred Type of Contract
- Prefered Type of Work
- Preferred gross monthly salary
- Languages Skills
- Keyword (for more information, refer to Using keywords on page 30.

4.1.1 Results of a Quick Search

In the results list of a quick search, you can perform the following actions:

To...	Do the following:	Button
View a CV	Click a CV ID to **view it's the CV details**. The CV opens in a separate window.	-
Filter out the applications based on their publication date.	Select an option in the drop-down list: less then 3 months/6 months/12 months	-
Start a new search	Click the **New search** button . The system will clear the search criteria you have used.	New search
Edit the current search	Click the **Edit search** button.	Edit search

To...	Do the following:	Button
Save the current search	Click the **Save criteria** button. The system will save the search in your favourite searches for later use	Save criteria
Start an advanced search	Click the **Advanced search** button. The system will clear the search criteria you have used.	Advanced search
Send a mailing to one or more applicants.	1. Select one or more CVs. 2. Click the **Send mailing** button below.	Send mailing
Copy a CV to a folder in the CV Manager.	1. Select one or more CVs. 2. Select a folder in the **Copy the selected...** list. 3. Click **OK**.	
Create a folder in the CV Manager and copy a CV to it.	1. Select one or more CVs. 2. Type a folder name a folder in the **Create folder and copy...** box. 3. Click **OK**.	

Procedure
For the procedure describing how to use Quick Search, refer to *Searching for a candidate - using Quick* Search on page 10.

4.2 Advanced Search

Advanced Search allows to search for candidates using a large variety of criteria. These criteria are divided in main categories that in turn have subcategories.

Instead of Advanced Search, you can also use **Quick Search**. For more information, refer to Quick Search on page 24.

You can combine criteria in any of the categories.

When you have defined search criteria, the Advanced Search page shows an overview of these criteria and the number of CVs that match your criteria.

The main search categories are:

- Work Experience
- Knowledge Grids
- Personal Details and Education/Training
- Candidates' ambitions and professional preferences
- Language Skills
- Keywords

Work Experience

In the **Work Experience** category, you can search on:

- Years of Work Experience
- Industry Sector
- Job Category
- Availability
- Current professional situation
- Keywords (within the candidate's work experience only)

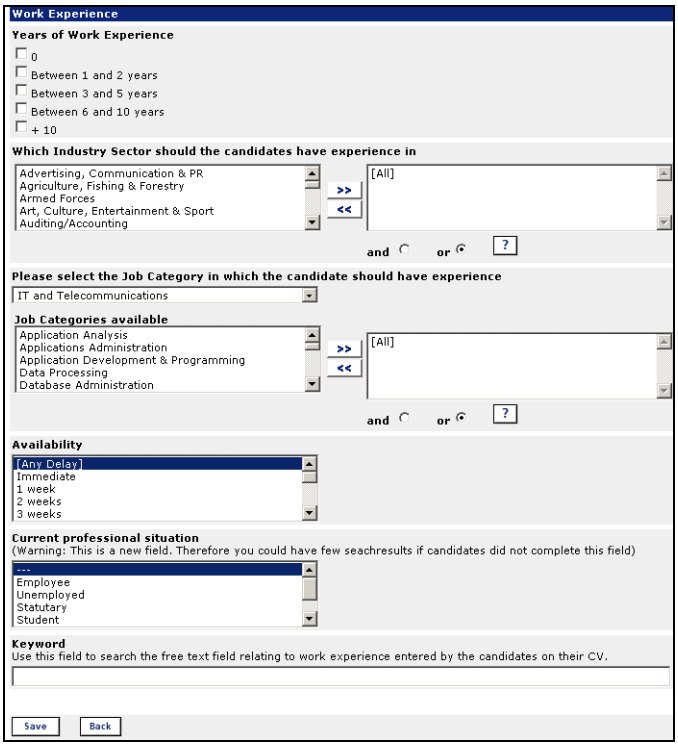

Figure 9: Advanced Search - Work Experience

Every field corresponds to work experience data in the candidate's CV. Select the criteria you wish to search on and click on **Save** to store the current search criteria. The keywords you enter will only apply to the contents of the candidate's working experience.

For more information about using keywords, refer to *Using keywords* on page 30.

Knowledge Grids

Within **Knowledge Grids**, you can define one or more criteria relating to the candidate's knowledge.

Knowledge grids
Please select the required search criteria
0 = None
1 = Basic
2 = Medium - I know the basics but I have not had much practice
3 = Good - I have occasionally used this knowledge in my work
4 = advanced experience - this is my area of expertise
Back
Admin & Secretarial
Admin & Secretarial 0 1 2 3 4
Cash Department (petty cash)
Coordination of Dates
Correspondence
Customer Care
Filing System
Invoice Checking
Minute Taking Admin & Secretarial
Negotiation with external Service Providers
Office Organisation
Organisation of Events
Reporting
Shorthand
Travel Expense Report
Travel Planning and Organisation
Typing according to Notes
Typing according to Tape
Click on the 'Save' button to return you to the page where you can continue refining your search
Save
Back

Figure 10: Advanced Search - Knowledge Grids

When creating a StepStone CV, the candidates can provide an overview of their skills and experience within various areas. The candidates do this with a knowledge grid that identifies the level of understanding and experience they have of a variety of elements within each area. The specialist areas are

- Admin & Secretarial
- Basic IT Skills
- Engineering
- Financial Skills
- General IT Skills
- General Management
- Human Resources
- IT Development & Databases
- IT Network
- IT Platforms & Administration
- IT Special Application Skills
- Marketing & Advertising
- Sales

To search for a candidate by skills and knowledge in one of these areas, select the most appropriate knowledge grid or grids. This will bring up the various elements each grid contains. Use the radio buttons next to each element to define on a 0 to 4 scale what the required knowledge/experience of the selected candidates should be:

- 0 = no experience
- 1 = a little experience
- 2 = average experience – the candidate knows the basics but has not had much practice
- 3 = good experience – the candidate has used this knowledge in his/her work
- 4 = advanced experience - this is the candidate's area of expertise

The value you select will be used as the minimum level required when selecting candidates. This means, for example, that if within **Marketing and Advertising** you

select the value of 3 for **B2B Marketing** the result list will contain CVs showing a 3 or 4 ranking when you search.

You can return to any grid to change your criteria, or remove a grid from your selection criteria.

When you have filled out and saved the required knowledge grids, click **Save** then click the **Back** button to return to the main search page.

Click **Save** to return to the main advanced search window to view/refine your selection.

Personal Details and Education/Training

In the **Personal Details and Education/Training** category, you can define one or more criteria relating to the candidate's education. These criteria are:

- **Region**: where the candidate should live
- **Age**
- **Availability**: when can the candidate start a new job
- **Highest qualification**: highest level of education reached by the candidate
- **Special qualifications or training**: information that the candidate may optionally have provided about qualification or training
- **Personality**: searches the Personal Message field that every candidate is required to complete
- **Search in email address**: search on (a part of) the email address of the candidate

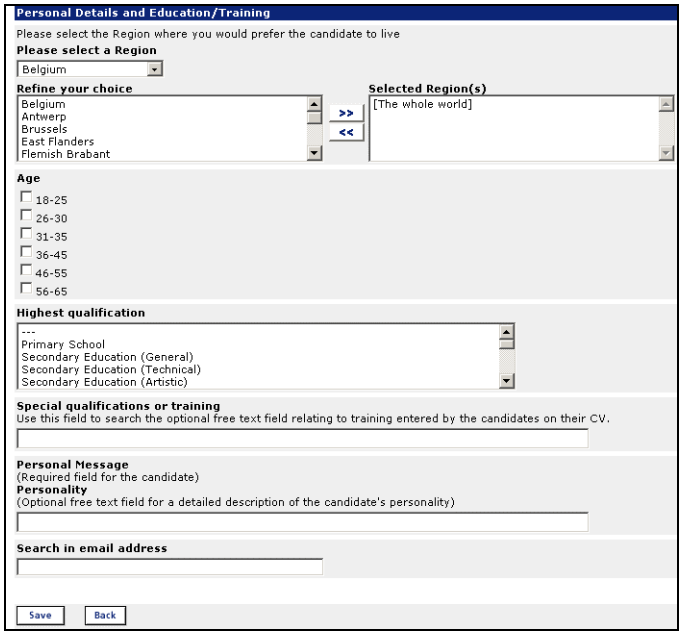

Figure 11: Advanced Search - Personal Details

Candidates' ambitions and professional preferences

In the **Candidates' ambitions and professional preferences** category, you can define one or more criteria relating to the expectations of the candidate.

The candidate can provide preferences in the following categeories:

- **Job Category**: type of function he/she is interested in
- **Industry Sector**: industry in which he/she wants to work
- **Region**: where he/she wants to work
- **Preferred Type of Contract**
- **Full Time or Part time**

- **Preferred Gross Monthly Salary**: indication of what the candidate would like to earn

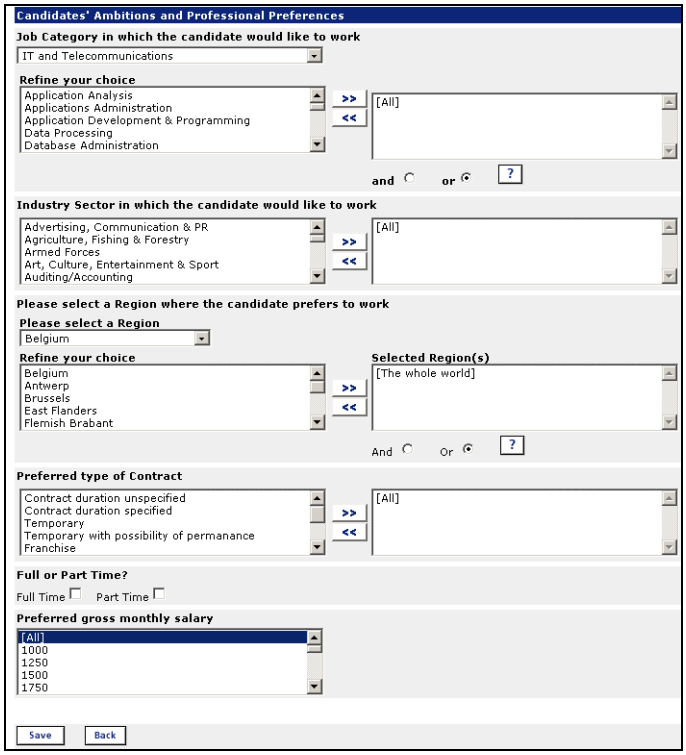

Figure 12: Advanced Search - Ambitions and Preferences

Language Skills

In the **Language Skills** category, you can define one or more criteria relating to the candidate's language skills.

For each language you can determine the minimum knowledge level required for

- speaking
- writing
- reading

The **scales** are similar to the scales used in the Knowledge Grids:

- 0 = None
- 1 = little knowledge (Basic knowledge without practice)
- 2 = medium knowledge (Basic knowledge with a little practice)
- 3 = good knowledge (Occasional use in practice)
- 4 = perfect knowledge (Fluent language knowledge)

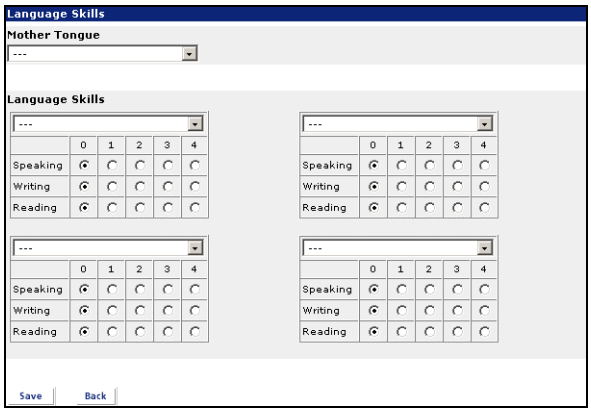

Figure 13: Advanced Search - Language skills

Keywords

In the **Keywords** search category, you can enter one or more keywords for your search. The system will search for these keywords in the entire CV.

4.2.2 Using keywords

The search function is not case sensitive.

Keyword search uses the same principles as a regular internet search engine.

Single keyword

	Search on …	Result: CV can contain…
Default: it searches for all words containing the keyword	product	product, production …
Exact word: if you want to find only the exact word; use “ ”	“product”	only product
Wildcard 1: to perform a single character wildcard search use the "?" symbol	te?t	test, text, tester...
Wildcard 2: To perform a multiple character wildcard search use the "*" symbol. Multiple character wildcard searches looks for 0 or more characters.	te*s	tests, testers

REMARK 1: a wildcard at the end of the word is implemented as a default setting.
REMARK 2: you cannot use a wildcard at the beginning of a word

Multiple keywords

	Search on …	Result: CV can contain…
Default: the engine searches for at least one of the words are contained + the last word receives a * wildcard at the end	product test	product, test, tester, product and test, product and tester…
Combining words with **AND**: to make sure both words are contained in the CVs + the last word receives a * wildcard at the end	product AND manager	”product manager”, production and on another line manager, …
Excluding a word with **NOT**: to make	Product NOT	Product BUT NOT

sure a certain word is not contained in the CV results + the last word receives a * wildcard at the end	manage	manage, management...
Exact results: when the CV need to contain a certain combination of words	"product manager"	product manager

4.2.3 Results of an Advanced Search

In the results list of an advanced search, you can perform the following actions:

To...	Do the following:	Button
View a CV	Click a CV to **view its details**. The CV opens in a separate window.	-
Filter out the applications based on their publication date.	Select an option in the drop-down list.	-
Start a new search	Click the **New search** button. The system will clear the search criteria you have used.	New search
Edit the current search	Click the **Edit search** button.	Edit search
Save the current search	Click the **Save criteria** button. The system will save the search in your favourite searches for later use	Save criteria
Send a mailing to one or more applicants.	1. Select one or more CVs. 2. Click the **Send mailing** button.	Send mailing
Copy a CV to a folder in the CV Manager.	1. Select one or more CVs. 2. Select a folder in the **Copy the selected...** list. 3. Click **OK**.	-
Create a folder in the CV Manager and copy a CV to it.	1. Select one or more CVs. 2. Type a folder name a folder in the **Create folder and copy...** box. 3. Click **OK**.	-
Use Ranking	Refer to *Ranking* on page 31 to obtain a wider selection of candidates	

4.3 Ranking

[Home > CV listing > Advanced search > Ranking button in search criteria overview]

When searching for a candidate, you can use so called **hard search** and **ranking**.

- Hard search means that you will only get results that exactly match all search criteria.
- When using ranking, search results will also include candidates that *approximately* match all search criteria.

Use ranking to:

- have the system sort your results, thus reducing the time you need to reviewing the top matching CVs;
- increase the number of matching candidates if a hard search yields few results;
- find a hard to find profile that yields few or no results with a hard search.

About Ranking

Searching candidates with ranking requires 3 steps:

- defining search criteria
- defining a weight for the search criteria
- viewing results

1. Fill in an advanced search.
   For more information on how to fill in an advanced search, refer to the *Searching for a candidate - using Advanced* Search on page 10.
2. When finished, click the **Ranking** button (at the bottom of the criteria overview) instead of **Show results** (The **Show results** button displays only candidates that *exactly* match all of your criteria).
3. The **Ranking** page lists all criteria you have filled out in your search. You can now assign a **weight** to each of the criteria. If one of more criteria is mandatory, you can assign it the **Killer** weight.
4. Click the **Ranking** button (at the bottom of the page).
   The results appear.

Search results show a maximum of 500 CVs, a **score** (percentage matching your criteria and their weight) and an **overscore** (if a CV has a better score than you require in your criteria.

How to use Ranking

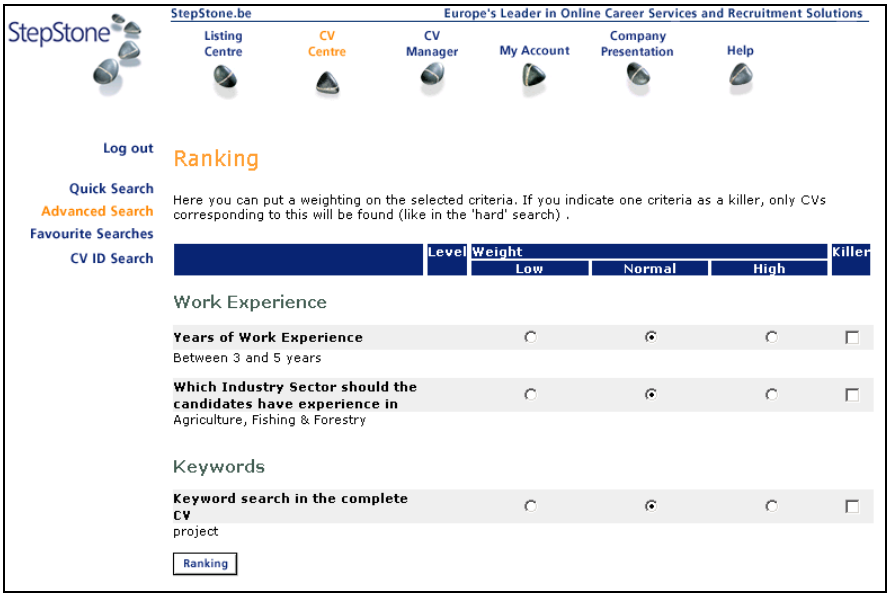

Figure 14: Ranking: Assigning weight to search criteria

The **Ranking** page lists all the criteria you have used in your search profile. Next to each criterion you can specify a degree of importance:

- Low
- Normal
- High
- Killer

The more importance you assign to a criterion, the more this factor will affect the scores and rankings of the candidates.

If one of more criteria are mandatory, you can assign them the **Killer** weight. If the candidate does not have that criterion (or does not match the minimum level you have specified for skill or language questions) he or she will not appear in the results.

Ranking tips
To get the best results from the ranking, you should only set the absolutely essential criteria as Killers.
Ranking will normally yield more CVs in your result than a hard search using the same search criteria. This is because ranking runs through the whole CV database and does not require exact matches except for Killers.

Reading ranking results

The **Result List** from a ranking differs slightly from hard search results. Two columns are used to show the scores of the candidates against the ranking criteria.

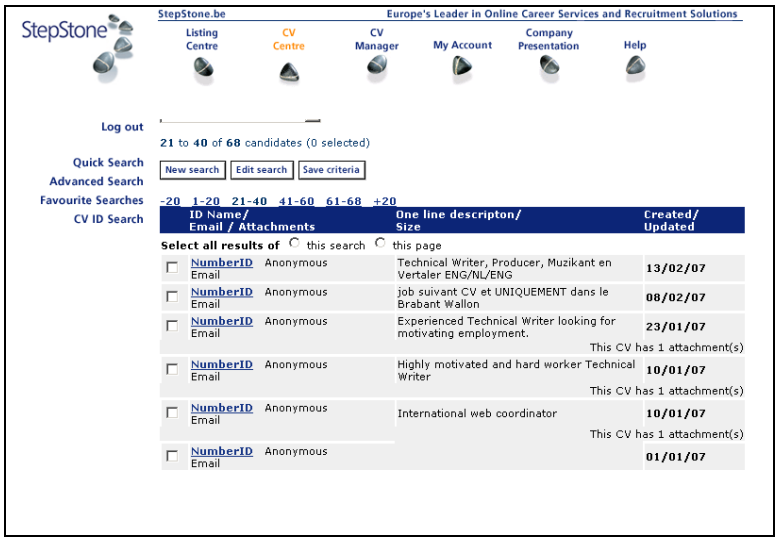
StepStone.be
Europe's Leader in Online Career Services and Recruitment Solutions
Listing Centre
CV Centre
CV Manager
My Account
Company Presentation
Help
Log out
21 to 40 of 68 candidates (0 selected)
Quick Search
Advanced Search
Favourite Searches
CV ID Search
New search
Edit search
Save criteria
-20 1-20 21-40 41-60 61-68 +20
ID Name/ Email / Attachments
One line descripton/ Size
Created/ Updated
Select all results of this search this page
NumberID Anonymous Email
Technical Writer, Producer, Muzikant en Vertaler ENG/NL/ENG 13/02/07
job suivant CV et UNIQUEMENT dans le Brabant Wallon 08/02/07
Experienced Technical Writer looking for motivating employment. 23/01/07
This CV has 1 attachment(s)
Highly motivated and hard worker Technical Writer 10/01/07
This CV has 1 attachment(s)
International web coordinator 10/01/07
This CV has 1 attachment(s)
01/01/07

Figure 15: Ranking results

- The **Score** column shows to what extent the CV matches your requirements and ranges between 0 and 100%. For languages or individual special skills where you can indicate a preferred level between 0-4, this score only takes into account whether the candidate has obtained the minimum level.
- Candidates that match all your requirements (those who would have been found by a hard search using the same criteria) obtain a 100 % score.
- Candidates that match none of your requirements will not appear in your list.
- Between these 2 extremes, candidates are ranked according to the number of criteria they match and the importance you attached to each criterion.

The following example shows how scores for candidates are calculated and how to interpret them.

Criteria	Weight/Killer	Candidate A	Candidate B	Candidate C
Wants to work in Antwerp	High importance	Yes	No	Yes
Wants to work in Construction Industry	Low importance	No	Yes	Yes
Experience as Sales Manager	Killer	Yes	Yes	No

- The first column contains the criteria you are searching on, the second the importance and column 3 to 5 are the answers of 3 candidates.
- Candidate C will not appear in the result list. Although he meets two of the requirements, he does not have any experience as a Sales Manager, which you have defined as a **Killer**.
- Candidates A and B will appear in the result list. Candidate A will have a higher score than candidate B because she or he wants to work in Antwerp, which is your most important criterion
- None of the candidates will obtain a 100% score since none of them fully meets all your requirements.
- The **Overscore** column shows to what extent candidates have over performed on the language and/or skills criteria.

Using the same scenario as above, the following example illustrates how to interpret the overscore.

Criteria	Importance/Killer	Candidate A	Candidate B
Wants to work in Antwerp	Medium importance	Yes	Yes
International Sales (minimum level = 2)	Medium importance	2	4

- Candidates A and B will both have a 100% score. They both meet minimum requirements on all criteria.
- Candidate A will have no overscore.
- Candidate B will have a maximum overscore since he/she has knowledge level of 4 (= the maximum level).
- Candidates are ranked in descending order, on their score. Equal ranking candidates are ranked based on any overscore and then on date.

Interpreting ranking scores

- Always consider both the score and the overscore when evaluating candidates. An overscoring candidate may be better for your role, but might be overqualified.
- Both the regular CV Search and the Ranking are based upon data that candidates themselves have provided in their CVs. These data represent their own evaluation. StepStone has not verified these details.

4.4 Favourite Searches

[Home > Listing Centre > Favourite searches]

When searching for a candidate (using quick search or advanced search) you can choose to **save** the search criteria for later use. All searches you save will be listed in the **Favourite Searches**.

You can save an unlimited number of searches. A search credit is only subtracted when opening the search.

StepStone
StepStone.be
Europe's Leader in Online Career Services and Recruitment Solutions
Listing Centre
CV Centre
CV Manager
My Account
Company Presentation
Help
Log out
Quick Search
Advanced Search
Favourite Searches
CV ID Search
Favourite Searches
Use this option to manage your saved 'Favourite' searches. Clicking on the name of a favourite search will execute the search. For each search, you can set up a CV Agent, which will regularly check for and inform you of new CVs matching your criteria. Your first CV agent is free. Subsequent CV Agents will cost one CV Search Credit per mail sent.
Click on the column titles, Name or Date, to sort the searches.
You can also edit or delete your saved searches.
Search Name
Date
CV Agent?
1 HR Assistant 13/09/2007 Edit Delete none
2 Office Manager 12/05/2006 Edit Delete none

Figure 16: Favourite Searches page

The lists displays the following items:

- **[N°]:** The number of the item in the list.
- **Search Name:** The name you have assigned to the saved search.
- **Date:** The save date of the search.
- **[Edit]:** The Edit link allows changing the search criteria.
- **[Delete]:** The Delete link deletes the search criteria (upon confirmation).
- **CV Agent?:** The interval defined for the sending of a CV Agent (see section 4.5 below).

4.5 CV Agent

You can set up a CV Agent for every Favourite Search. A CV Agent is an automated mail with new or updated CVs matching your search criteria. You can have a CV Agent sent through on a daily, weekly or monthly basis.

Your first CV agent of the day is free. Subsequent CV Agents on the same day will cost one CV Search Credit per mail sent.

4.6 CV ID Search

The CV ID Search allows to quickly find a CV if you have the ID of the CV available, for example on a printed copy, but you no longer have access to the CV in your CV Manager.

Fill out the unique CV ID in the text box and click search. If the ID you have entered is valid and refers to a searchable CV your result list will contain the CV you are looking for.

Figure 17: CV ID Search

5 CV Manager

The CV Manager allows you to manage both incoming job applications and CVs that you have located and saved while searching the StepStone database.

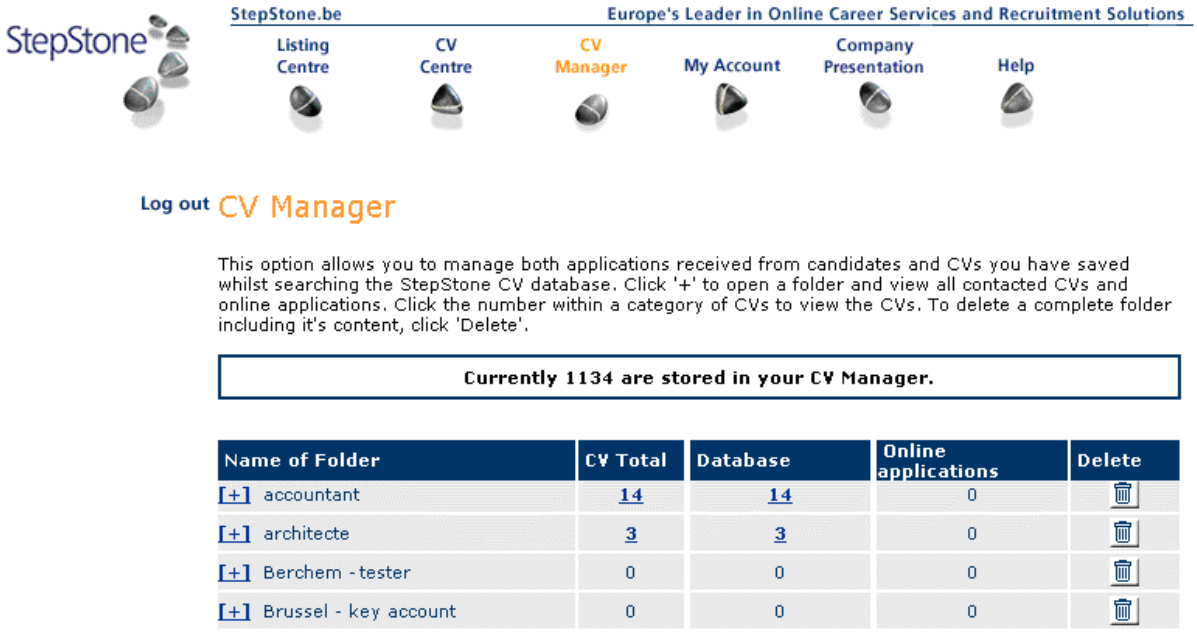
StepStone
StepStone.be
Europe's Leader in Online Career Services and Recruitment Solutions
Listing Centre
CV Centre
CV Manager
My Account
Company Presentation
Help
Log out
CV Manager
This option allows you to manage both applications received from candidates and CVs you have saved whilst searching the StepStone CV database. Click '+' to open a folder and view all contacted CVs and online applications. Click the number within a category of CVs to view the CVs. To delete a complete folder including it's content, click 'Delete'.
Currently 1134 are stored in your CV Manager.
Name of Folder
CV Total
Database
Online applications
Delete
[+] accountant 14 14 0
[+] architecte 3 3 0
[+] Berchem - tester 0 0 0
[+] Brussel - key account 0 0 0

Figure 18: CV Manager

The CV Manager home page contains a list of folders that in turn contain the online applications you have received and the CVs you have added from the StepStone Database.

In the CV Manager, you can:

- view the contents of a folder
- add a folder
- delete a folder

Viewing the contents of a folder

To view the contents of a folder:

1. Click the + sign to view the CVs listed in a folder.
2. In the folder view, click the **Back** button (at the bottom of the page) to return to the folder list.

In the folder view, the list of CVs contains the following columns and buttons.

Column	Function
ID	The ID of the CV
CV Title	The name of the CV. Click the name to open the CV.
Comment/Size	The comments and ratings you have added to the CV.
CV created (updated)	The creation (or update) date of the CV.

Button	Label	Function
	Send e-mail	Opens a mailing form. Fill in the form to send an email to different candidates. The email is sent from a StepStone address. Do not forget to provide any contact details you wish the candidates to use for their answer. Per address you send the mailing to, a mailing credit is subtracted.
	Edit/view comment	Adds or edits a comment to a CV. At the top of the **Add/Edit Comment** window, you can rate CVs as High, Medium or Low. When you return to the CV Manager, you will see that these ratings are shown in the Comment column with green, amber and red arrows. In the first comment box you can type a short comment that will be visible in your CV Manager. The second comment box can be used to add longer comments that will be visible whenever the comment dialogue is opened and included when you mail the CV to a colleague.
	Move to folder	Moves the CV to another folder. The CV will no longer be available in the current folder.
	Delete	Deletes the CV and any comments.
	Forward	Opens a form to send the CV to someone else (for example a colleague). Don't forget to mention your name or data on the form as the mail is sent via a StepStone mail address.

Adding a folder

To add a folder to the CV manager.

1. Enter the name of the folder in the **Add folder** text box.
2. Click **Create New Folder**.
   The new folder will be added to the list.
   You can add an unlimited number of folders.

Deleting a folder

To delete a folder (including all its contents):

- Click the **Delete** button to the right of the folder.

5.1.2 Online applications

If you have linked a job listing to a folder, all online applications for that listing will arrive in the folder you have specified.

When viewing CVs from online applications you have the following additional options

- the View link takes you to the letter of application the candidate provided.
- the button gives access to the attachment(s) the candidate has provided. This icon does not appear if no attachments were sent.

Value in ID Column
The ID column only shows a value if candidates have applied using their StepStone CV.

6 My Account

6.1 Company Profile

[Home > My Account > Company Profile]

The Company Profile contains the general contact information for your company. This information is filled out by StepStone, but you can edit it if necessary.

The company profile will be shown to candidates

- who access your details through a Company Search
- view the listing overview of your company or
- enquire on your company presentation.

You can update this information by typing in required changes and clicking the **Save** button at the bottom of the page.

6.2 User Profile

[Home > My Account > User Profile]

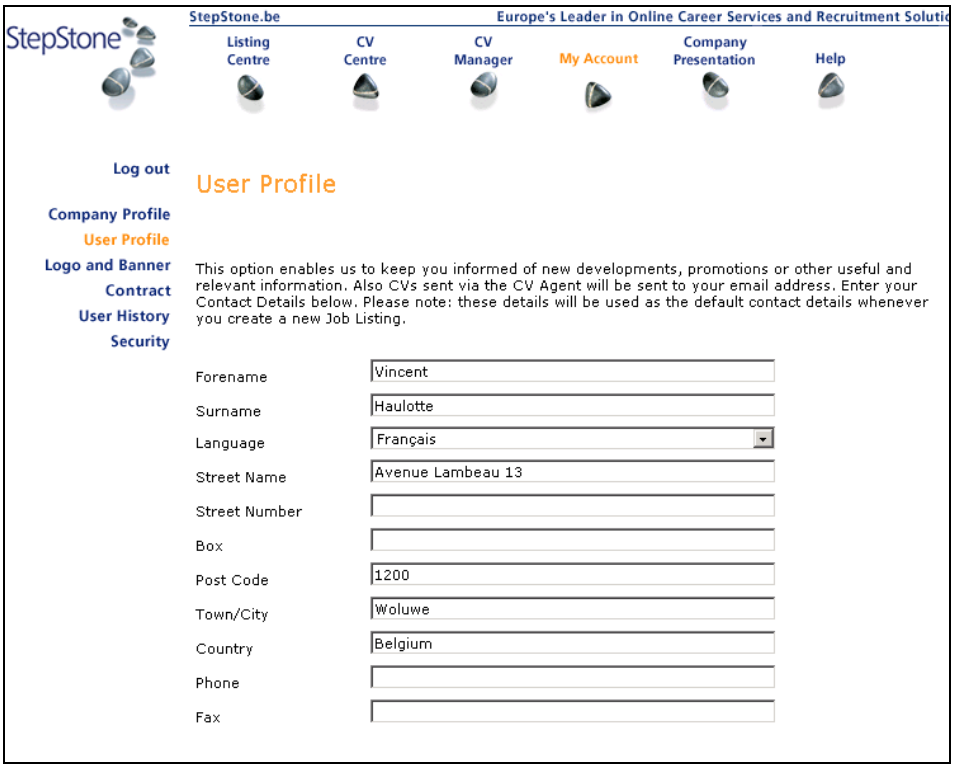

Figure 19: User Profile

The **User Profile** contains information related to you as an individual recruiter. StepStone will set up most of this information for you.

When you create a new listing, the contact details for the listing are automatically filled with the information available in your user profile. You can also override this information on a per listing basis.

You can update this information by typing in required changes and clicking the **Save** button at the bottom of the page. Any changes that you make will only affect subsequent listings.

The email address in the User Profile is used to receive the CVs you have requested from the CV Agent. This address will also be used by StepStone to notify you of new developments, promotions or other useful, relevant information.

6.3 Logo & Banner

[Home > My Account > Logo & Banner]

You can use your company Logo on the website to help attract candidates and build your brand.

Your **logo** will be shown in the result lists, in all your job listings, in your company presentation and in the logo gallery.

Your **banner** will appear at the bottom of each of your job listings and in the overview of your vacancies. Your banner can be used to link to your own web site.

Image size requirements
Size requirements are:
- For a **logo**: 160x80 pixels.
- For a **banner**: 180x50 pixels.

Loading a banner on the website

StepStone Customer Service usually loads Banners and Logos to the site. However, you can change these items yourself:

1. Select the language for which you wish to change the Banner or Logo.
   You can choose to use the same logo and/or banner for all languages
2. Click the **Browse** button to locate the logo or the banner on your own computer and select the item you want to use.
3. Click **Upload** to transfer the banner or logo to the Recruiter Space.
   For banners, you also need to provide the address of a web page to which the banner should link.

Not promotional banners
The banners referred to here are **not** the promotional banners shown to candidates under the blue line at the bottom of each StepStone page. Please contact us if you wish to take advantage of the additional visibility that these can provide.

6.4 Contract

[Home > My Account > Contract]

The Contract area provides information on your current contract status and usage of StepStone services.

Contract Data

The Contract button in the My Account area displays the contract overview of your account.

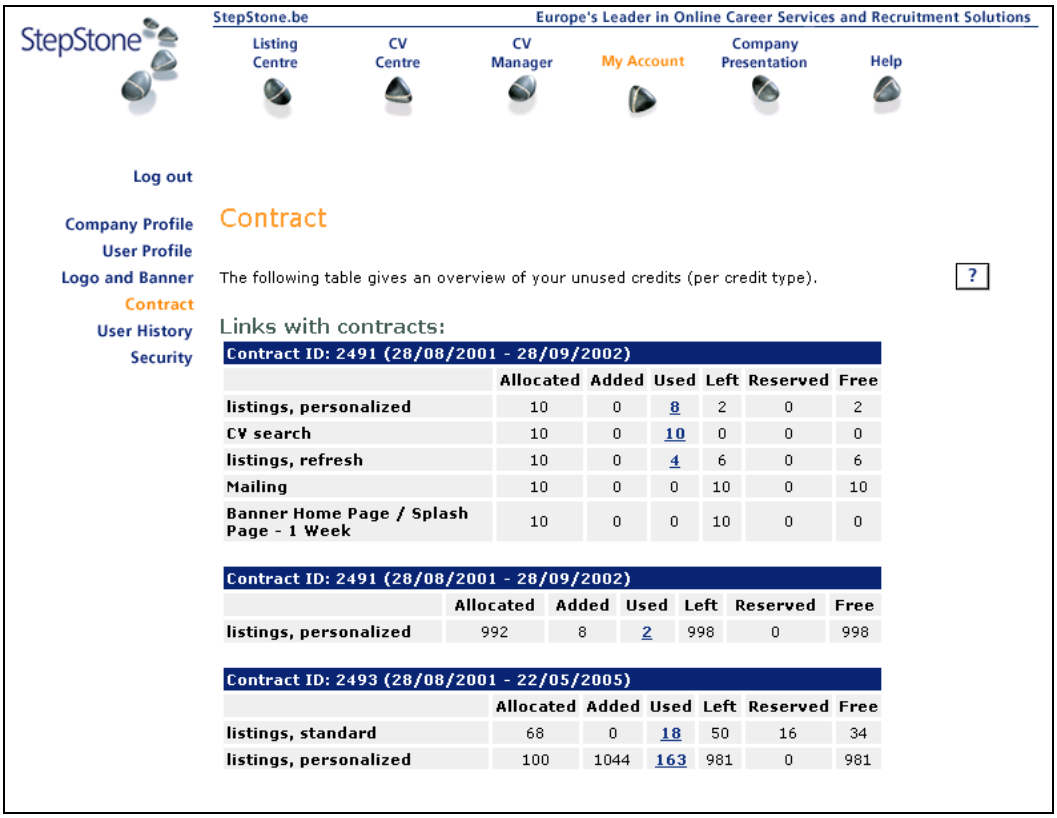
StepStone
StepStone.be
Europe's Leader in Online Career Services and Recruitment Solutions
Listing Centre
CV Centre
CV Manager
My Account
Company Presentation
Help
Log out
Company Profile
User Profile
Logo and Banner
Contract
User History
Security
Contract
The following table gives an overview of your unused credits (per credit type).
?
Links with contracts:
Contract ID: 2491 (28/08/2001 - 28/09/2002)
Allocated Added Used Left Reserved Free
listings, personalized 10 0 8 2 0 2
CV search 10 0 10 0 0 0
listings, refresh 10 0 4 6 0 6
Mailing 10 0 0 10 0 10
Banner Home Page / Splash Page - 1 Week 10 0 0 10 0 0
Contract ID: 2491 (28/08/2001 - 28/09/2002)
Allocated Added Used Left Reserved Free
listings, personalized 992 8 2 998 0 998
Contract ID: 2493 (28/08/2001 - 22/05/2005)
Allocated Added Used Left Reserved Free
listings, standard 68 0 18 50 16 34
listings, personalized 100 1044 163 981 0 981

Figure 20: Contract data

- The information lists each of your contracts by number, with contract start and end dates.
- Each contract shows the type of products for which you have credits **Allocated** or **Added** since the start of the contract.
- Subtracting the credits which are shown as **Used**, gives the number **Left**.
- Credits may also be **Reserved**, where listings have been booked for future periods, leading to the final figure **Free** that shows the credits actually available for use.
- Click any number in the **Used** column to display how these credits have been used.

Contract (listings, personalized)
Date Action
1 29-04-2002 - 15:58 OfferRenew_StepStone (Eric Jadot)
2 17-06-2002 - 16:48 OfferRenew_StepStone (Marc Smirnow)
3 18-06-2002 - 13:26 OfferFirstOnline
4 18-06-2002 - 14:25 OfferFirstOnline
5 24-06-2002 - 15:14 OfferRenew_StepStone (evelyn)
6 24-07-2002 - 10:07 OfferFirstOnline
7 20-08-2002 - 13:57 OfferFirstOnline_StepStone (Jadot Eric)
8 17-09-2002 - 14:15 OfferRenew
9 25-09-2002 - 17:32 OfferRenew
close window

Figure 21: Credits used

Contracts Overview

If you are a Master User, you will also see an additional button **All Contracts** that will take you to the following page:

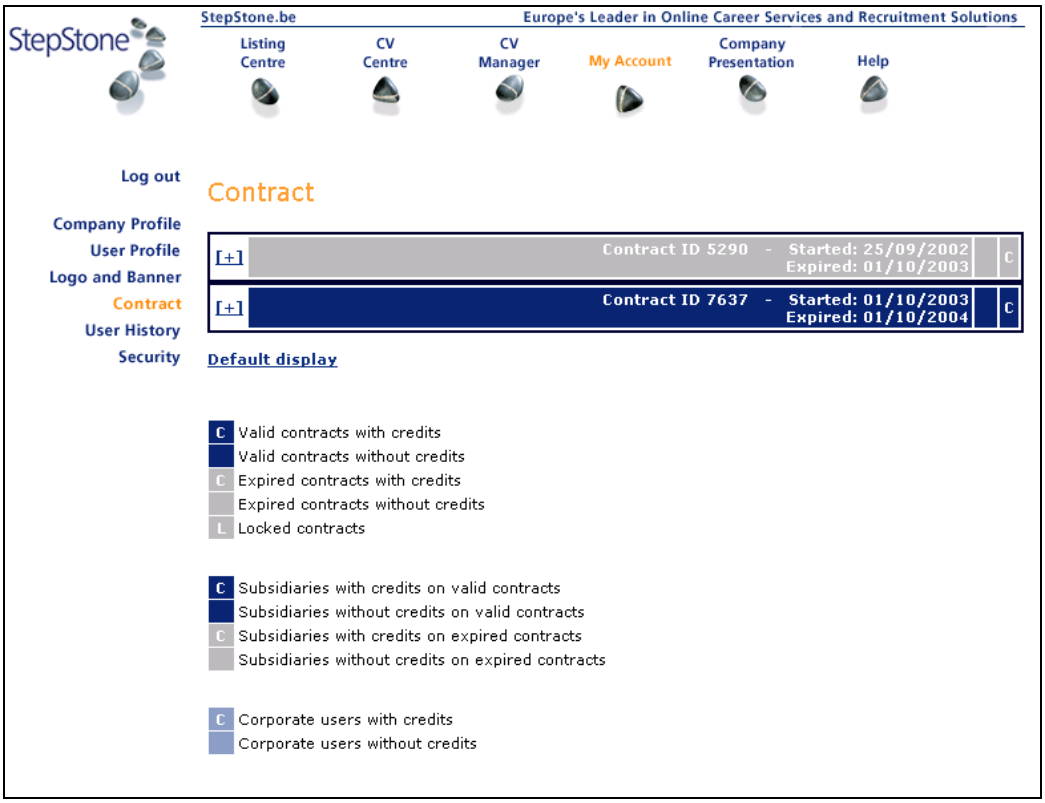

Figure 22: Contracts overview

All your contracts are listed with their unique contract ID number, the start date and the end date of the contract.

Click the + signs in the first column to open the details of the contract and show the subsidiaries or the users linked to the contract.

The colour of the row(s) per contract may vary between blue and grey, and in the last column there may be a **C** or an **L**.
These are used to show the contract status:

- Contracts shown in blue are active, and those with a C have available credits.
- Contracts shown in grey are expired or locked

Contracts that are locked or expired cannot be used to publish listings, perform searches etc. even if there are still credits available in the contract.

For each type of product bought you will see:

Column	Function
Bought	The number of credits you initially acquired. For most products this number indicates the number of times you can use the product or how many items you have of that product
Added	In exceptional cases (e.g. promotions) credits may be added to your contract
Used	Counted every time you perform an action on the StepStone site that requires a credit
Left	The number of credits not yet consumed
Reserved	The number of credits you have reserved for future actions which have been scheduled
Free	The number of credits that are not used or reserved

Below the contract, the page also displays the subsidiaries or users linked to this contract, along with their individual product and usage data.

- A **subsidiary** is another company/division recruiting through StepStone, using a predefined number of credits from your contract.
- **Corporate users** are each linked to contracts through their unique login.

The only difference between the contract details for a company and those for subsidiaries or corporate users is that the **Bought** column has been replaced with the **Allocated** column. This represents the number of credits that this subsidiary or user is entitled to use.

6.5 User History

[Home > My Account > User History]

Whereas the **Contract** function provides an overview of your credits and usage of the StepStone site, the **User History** provides a detailed historical view of your use of the Recruiter Space services.

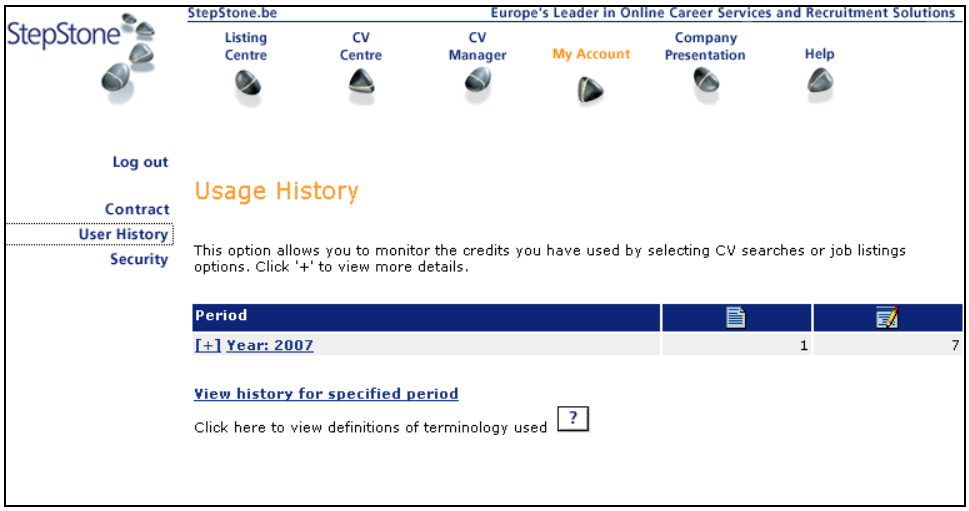

Figure 23: User History

You can access your user history data in two ways:

- Click the + signs in front of each period to drill down for a certain period.
- Use **View history** for a specified period to choose your own reporting interval

The lowest level of detail shows a table including:

- Date
- Contract ID used and
- description of each action.

For your convenience this table can be downloaded as a comma separated list (csv format). This allows you to store it on your computer or to transfer to you own spreadsheet or reporting system.

6.6 Security

[Home > My Account > Security]

You can change your password to the StepStone Recruiter Space at any time, as follows:

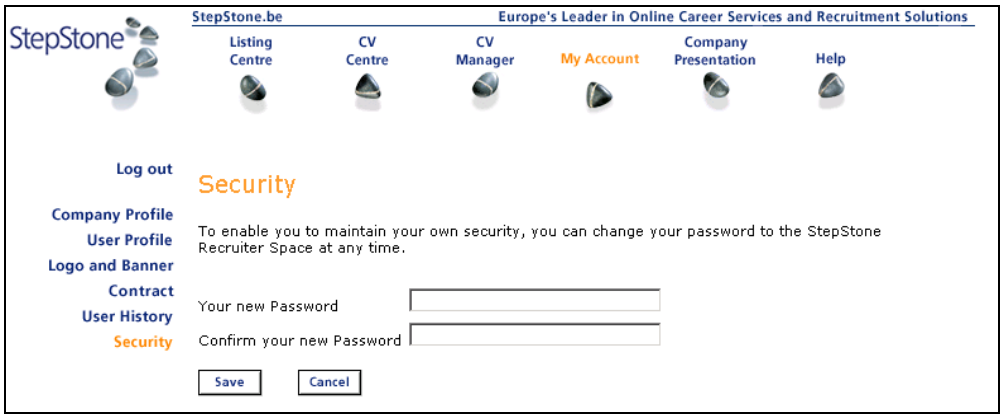

Figure 24: Security

1. Fill out your new password in the **Your new password** box.
2. Retype your password in the **Confirm your new Password** text box to confirm.
3. Click **Save** to store the new password.

Password forgotten
If you forget your user ID or password, please contact StepStone.

7 Company Presentation

[Home > Company Presentation]

Your company presentation allows candidates to find out more about your company and can enhance your visibility as well as the quality of applications you receive.

Company Presentation

Click **Company Presentation** to view your presentation in a choice of available languages.

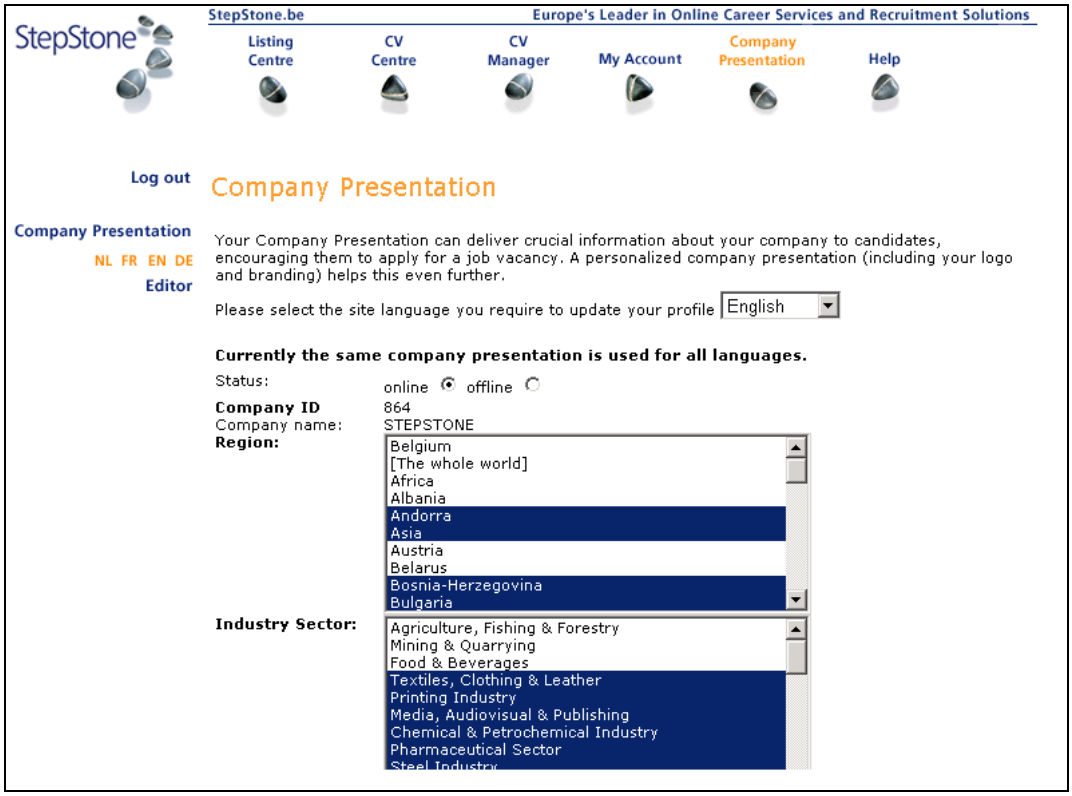

Figure 25: Company Presentation

Statistics

The **Statistics** page displays the number of times your company presentation has been viewed per month since the presentation has been online. These statistics are real time: when a visitor views your presentation, he or she will be immediately added to the count of the current month.

Editor

With the Editor, you can:

- create
- update
- preview your company presentation.

The interactive form will guide you through each field as you create your presentation.

In addition to the standard company presentation format supported by the editor, StepStone can offer personalised company presentations to meet your specific requirements. Call our specialists for these personalised presentations.

8 Help

[Home > Help]

The **Help** option opens a brief Help information on the site. You can also download a copy of this User Guide from that page.